WANT LIST MATCH AGAINST CURRENT INVENTORY GUIDE

This guide is for Defense Reutilization and Marketing Service (DRMS) Reutilization <u>customers</u> who would like to submit an automated Want List against Due-In notices to the DRMO.

Use this guide to assist you when doing a search or submitting a Want Lists –
references in the guide are not clickable (Demo only).

We encourage all Reutilization customers to use the automatic Want List Match against the current inventory for all needed items whether for a few needed items or thousands. Benefits to using the Automated Want list application includes: workload reduction, schedule your want lists, receive notices via email daily of status of want list, and the option to submit MILSTRIPs (Order) for items found.

Once items are entered in DAISY (inventory), MILSTRIPS (orders) are honored on a first-come, first-ordered within a defined screening timeframe; therefore, there is no guarantee that another customer won't submit a MILSTRIP prior to your request. All customers must submit their orders under the current R/T/D screening cycle rules. In other words, a Federal or Donation Customer may only submit a request for an item once it enters FEDS. DoD customers must respect the guidance that applies to an item once it rolls into the GSA cycle and should go through GSA to request an item if other than a high priority request.

Customers may only submit Want Lists for items they are authorized to screen and requisition. Note: Only Accountable Supply Officer may provide MILSTRIP Requisition Numbers for items ordered.

Section 1. Performing a Property Search/Creating a Want List

Go to
www.drms.dla.mil
Click on Property
Search for Military,
Federal, State, and
Special Programs
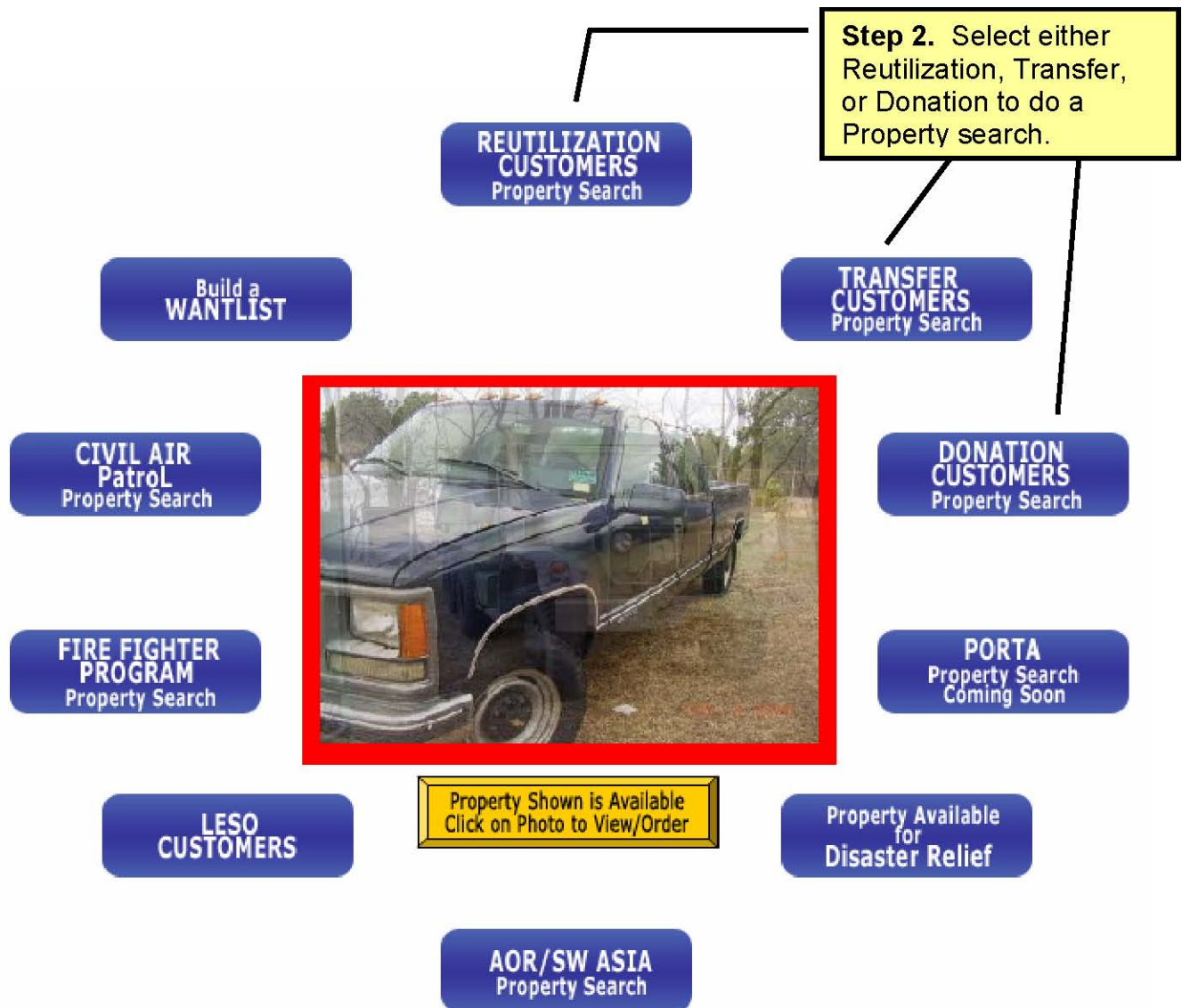
REUTILIZATION CUSTOMERS: Agencies within the Department of Defense and Programs that are provided for by regulation are reutilization customers. DOD screens and requisitions for the first two weeks after receipt of inventory.

TRANSFER CUSTOMERS: If you are a Federal Agency, you're a Transfer customer and will be receiving Department of Defense (DoD) property transferred from another federal agency to yours. Transfer customers are allowed to screen inventory starting the 15th day after the accumulation close date.

DONATION CUSTOMERS: The State Agencies for Surplus Property (SASPs) withdraw DoD property from the DRMO/Site for direct issue to their Donation Customers. If you are a nonprofit organization, you might be eligible to receive Department of Defense (DoD) surplus property under this Program. To find out if your organization is eligible, contact your SASP directly.

Step 3. Search for property.

A. The DoDAAC is required for Reutilization customers only.
B. Click the link to check for milstrip elegibility. This is available to Reutilization customers only.
C. Enter or select up to sixteen Federal Supply Groups (FSGs) and/or Federal Supply Classes (FSCs). To select multiple FSCs/FSGs from the list, hold down the shift or control key and select items from the list.
D. Click the link to view all the Federal Supply Groups (FSGs) and Federal Supply Classes (FSCs).
E. Enter up to eight NIINs, NSNs/LSNs separated by commas, spaces, or enter them on separate lines.
F. Select "Browse" to select a NIIN or NSN/LSN file to upload.   This can be in either in text or Microsoft Excel (.xls) format. Excel files must start with the first sheet in the spreadsheet with NIINs/NSNs/LSNs starting with cell A0.
G. Enter a few word(s) to search. The "Smart Word Search" option takes the list of words entered and matches them against similar words. For example, if the word "laptop" was entered it would also pull up any items that have the word "notebook" in the PRODUCT NAME column. It also recognizes many of the compound words in the DRMS inventory such as "fork lift" vs. "forklift". Common misspellings are also recognized such as "battery" vs. "batterie".

SECTION C (OPTIONAL)

Currently DoD/DRMS has items in various conditions. You must call the sites who have the item to verify the condition.

Supply condition code: ☑A, ☑B, ☑C, ☑D, ☑E, ☑F, ☑G, ☑H
Disposal condition code: ○1, ○1-4, ⦿Any

SECTION D (OPTIONAL)

The search can be conducted by the location of the property. Sites are listed by geographic area.

Please select DRMS site(s) for search or NO selection for all. To select a site, highlight the name within the list. To select more than one site select a site then hold down the CTRL or Shift key and select another site. Selecting a geographic area will search all the sites within that geographic area.

Enter the number of miles from the DoDAACs location. If you would like to search from a separate location enter the zip code of the location you would like to search. This will display the approximate miles from the DoDAAC or zip code. Please [...] unctionality is currently available to CONUS users only.

Miles from DoDAAC location: [_____]   **A**

Zip Code: [_____]   **B**

C   Hold down the CTRL or Shift key to select multiple items from the list.

```
NORTHEAST USA
  ALL IN NORTHEAST USA
  DRUM NY
  GROTON CT
  LAKEHURST NJ
  LETTERKENNY PA
  MEADE MD
```

A. Enter the number of miles to locate property within a radius of your current location. Please note this option is available to CONUS users only.
B. This field is optional for Reutilization customers looking for property within a radius. If Reutilization customers leave this field blank it will default to using the zip code associated with the DoDAAC. Reutilization customers entering a zip code overrides the zip code associated with the DoDAAC. Other customers must enter a zip code to look for property within a radius. Please note this option is available to CONUS users only.
C. Hold down the shift or control keys to select multiple DRMOs in the list. Selecting no DRMOs is the same as selecting all of the DRMOs in the list. Also please note that selecting a zone is the same as selecting all the DRMOs within the zone.

Step 4. Search results; click the "Schedule" link.

Want List   **A**

Schedule this search which will notify you when property enters the DRMS/DRMO inventory.

Milstrip   **B**

Milstrip the property listed below.

More Info **Legend**: **N** = NSN Data, **+** = DRMO Added Info, **P** = Photo, **O** = Other

Click here to return to the search form.   **C**
Within 500 miles of zip code 22060
FSC(s): 23
Cycle(s): DOD, FEPP, RTD2, PRE, GSA, DONATION, EXP DONATION, EXP DOD FCA
Supply condition code(s): A, B, C, D, E, F, G, H
Any disposal condition.
Sort by FSC

Related FSC Categories: **D**   **E**

2310 - Passenger Motor Vehicles (15)
2320 - Trucks and Truck Tractors, Wheeled (229)
2330 - Trailers (66)
2340 - Motorcycles, Motor Scooters, and Bicycles (14)
2350 - Combat, Assault, and Tactial Vehicles, Tracked (1)

MORE INFO	CYCLE	QTY AVAIL	FDRL COND STAT	DAYS LEFT	APPROX MILES	SITE	PRODUCT NAME	NATIONAL STOCK NUMBER	DISPOSAL TURN-IN DOCUMENT
Ask	EXP DONATION	0	H7	7	40	MEADE	SCHOOL BUS	2310OOBUSSCHO	N400805214C

A. Click on "Schedule" to create a Want List.
B. Click on "Milstrip" if you wish to order the items listed below (See step 11). Please note this is available to Reutilization customers only.
C. Criteria used to do the search.
D. When entering a Federal Supply Group (FSG) it will list the Federal Supply Classes (FSCs) under the FSG with the quantities available to each FSC based on the criteria entered. Entering anything in the product name field will bring up a list of related FSCs with the quantity available.
E. Clicking the up and down arrows will sort the results in the order of the column which it's under. Clicking the up arrow sorts it in descending order, clicking the down arrow sorts the results in ascending order.

C

	DOD	1	H7	21	193	TOBYHANNA	PLATFORM 2 WHEEL DRIVE TRUCK	233000TRUCK	W16XX8525
	DOD	1	HX	7	400	SELFRIDGE	UTILITY VEHICLE W/CAGE	233000UTEVEH	W56CDW513
N	DOD	1	HX	14	400	SELFRIDGE	SEMITRAILER,FLAT BE	2330010911072	W56R69430
N+	GSA	1	HX	14	375	DRUM	CHASSIS,TRAILER	2330011018434	W16BEC527
N	DOD	0	H7	14	94	RICHMOND	TRAILER,TANK	2330011087367	W26AGM436
N+	DOD	1	H7	21	327	GROTON	DOLLY SET,LIFT,TRAN	2330011677262	FE6391527
N+	DOD	1	H7	0	327	GROTON	DOLLY SET,LIFT,TRAN	2330011677262	FE6391527

Anything highlighted in blue is clickable and will provide additional information about the Generating Activity, the DRMO, or the item.

	EXP DONATI								W23HYY416
	GSA							LE	V47898517
N	GSA							00	FE6324528
N	GSA							95	FB2507508
N	GSA							95	FB2507510
Ask	EXP DONATI							ER	N00173527
Ask	GSA								W23G1L523
Ask	GSA								W23G1L523
Ask	GSA	0	F7	14	87	LETTERKENNY	CUSHMAN	234000CUSHMAN	N0417A523
Ask	GSA	1	H7	14	87	LETTERKENNY	DAIAHTSU UTILITY VEHICLE	234000DAIAHTS	FE6381527
Ask	GSA	3	B4	14	101	MECHANICSBURG	SCOOTERS, ASSORTED	234000SCOOTER	SB0100525
Ask	DOD	1	H7	7	94	RICHMOND	SCOOTER	234000SCOOTER	SB0400523
	GSA	1	F7	14	101	MECHANICSBURG	SCOOTER	234000SCOOTER	M96221525
Ask	GSA	0	H7	14	87	LETTERKENNY	DAIAHTSU UTILITY VEHICLE	234000UTILVEH	FE6381524
Ask	DOD	1	H7	21	478	RIPL BEAUFORT	SCOOTER, ELECTRIC CARGO	234001SCOOTER	M32000526
Ask	DOD	3	H7	0	478	RIPL BEAUFORT	SCOOTER,ELEC CARGO	234001SCOOTER	M60169527
+	DOD	0	H7	21	459	COLCHESTER,VT,US	CARRIER,CARGO	2350012816451	W81KBL529

D

Total number of rows = 325

To download all 325 pieces of inventory in Excel format click here.   **A**

Enter a few words to refine your search.   **B**
Refine Words: [   ]

[Refine Search] [Clear]

A. To download the property as an Excel Spreadsheet click the link.
B. Entering a few words based on the listing of inventory will narrow down the search results to what is desired. For example, to view only scooters enter the word 'scooter' in the refined words field and click "Refine Search" to narrow down the results. To narrow down the results even further entering 'electric scooter' will only show items that have the words 'electric' and 'scooter'.
C. The customer will be able to get more information about an item if there is an <u>N= NSN Data</u>, <u>+ = DRMO added info</u>, <u>P = Photo</u>, and <u>O = Other</u> in the far left column under MORE INFO, by clicking on the link. The customer may now review additional information on the item.
D. If the data provided is not sufficient, customers may now:
<center>"ASK FOR MORE INFORMATION"</center>
Customers are required to fill out their email address and phone number prior to submitting their information request.

Customer Information Request

DODAAC: SC4400
Product Name: VAN, 8-PAX
DTID: MMF1005161PA02   **D**
RIC: SSTA
Information Request: [   ]
Your Email Address: [   ]
Your Phone Number: [   ]

[SUBMIT] [Reset]

NOTE: This is for the DoD Customers (Army, Navy, Air Force, Marines, National Guard and Reserves) only who wish to submit additional questions about items listed on the Query Results page. Other RTD customers outside the main DoD community may see the results of requests, but are not authorized to submit requests for more information about an item.

Setting up Your Want List:
Step 5. Enter you POC email information.
Step 6. Enter a point of contact and telephone number
Step 7. Select specific criteria

A. Choose the format that the Want List will email the data.   Available formats are Excel, PDF or Text. Please note Excel and PDF formats are sent as a file attachment while the text format is sent in the body of the email.
B. How often would you like to receive your email, daily or weekly?
C. This determines how long the Want List will run, one week to six months?
D. When no results are found, would you like a notification to be sent?
E. Do you want a new list to come only when new property has arrived?
F. Click the "CREATE WANT LIST" button to create the Want List.

The Want List should now be submitted, however, the Want List still needs to be "activated". This can be done in one of two ways:

(Listed below is a summary of your submission.)

The Search Parameters You Specified Are:	
FSC:	23
NIIN:	Unspecified
Product Name:	Unspecified
Date Entered Inventory:	Unspecified
Supply Condition Code:	A B C D E F G H
Disposal Condition Code:	Any (1-9)
Number of NIIN(s) Uploaded:	0

User Information

DODAAC	SC4400
Point of Contact	
Email Address	ryan.bartig@dla.mil
Telephone	4137
Fax	
DODAAC Organization	DEF REUTILIZATION MKTG SERVICE
DODAAC Street	74 NORTH WASHINGTON
DODAAC City	BATTLE CREEK
DODAAC State	MI

Step 8. An email notification will arrive within minutes of scheduling your query. Inside the email is a URL which is needed to activate your Want List.
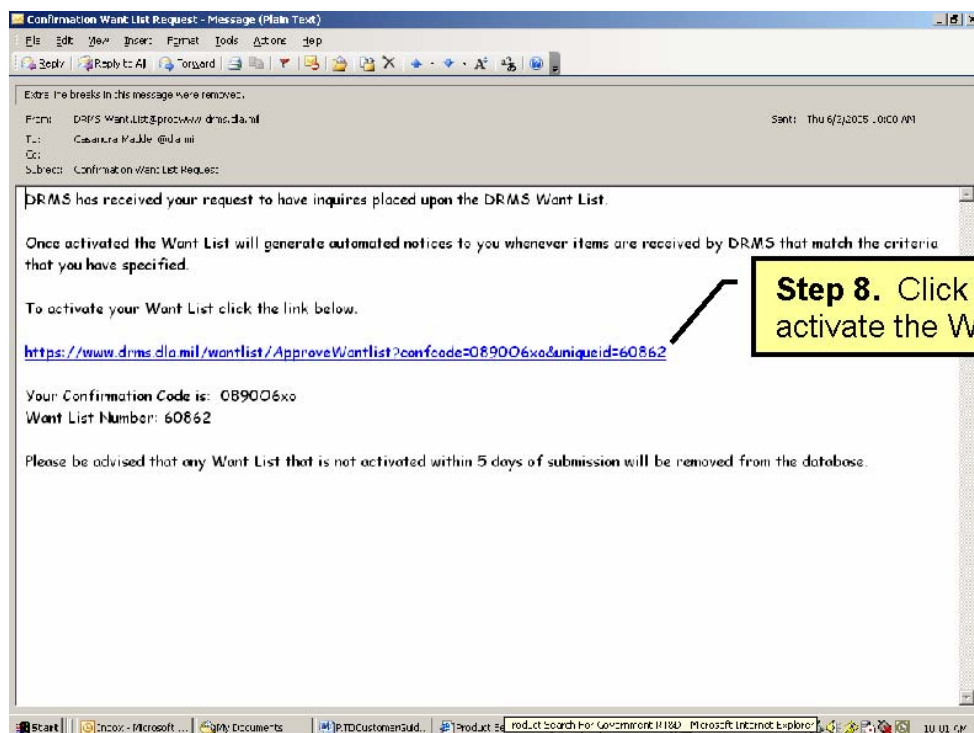
Step 8a. Another way the Want List can be activated is through the Want View. Login to the Want View. If you don't have an account one will need to be created. If the password has been lost it can be reset by clicking the "I lost my password" link and entering the email address. A new password will be emailed. After logging in with the new password you will be

prompted to reset your password. Please note the email address used below must be the same as the email address used in step five.

Please enter your email address and password to obtain your Want Lists.

Email Address: [_____]

Password: [_____]

[Login] [Clear]

I don't have a password
I lost my password

		New Want List Queries			
				Search Options	
Actions	Want List Number	Want List Type		NIIN	
• Activate Want List • Delete	1418	Full Governm		Unspecified	Uns

Step 8b. Click on "Activate Want List", you will need the confirmation number sent to you in the email.

					Active Want List Queries			
					Duration of Query Runs	Search Options		
Actions	Want List Number	Want List Type	Date Submitted	Expiration Date		FSC	NIIN	
• Perform Search • Edit • Edit Locations • Copy • Delete • Extend • Upload Niins	1417	Pre-Receipt	27-DEC-2005	27-MAR-2006	Daily for 3 Months	Unspecified	Unspecified	
• Perform Search • Edit • Edit Locations • Copy					Daily			

Activate Want List

Want List Wizard

Step 1 - Enter your Email Address
Step 2 - Enter your contact information
Step 3 - Select file type and how often you would like to receive your Want List results
Step 4 - Click "View Want Lists" then choose the Want List you would like to have activated by clicking "Activate Want List"
Step 5 - Enter the confirmation code that was emailed to you

Please enter the eight character confirmation code that was emailed when the Want List was created.

Please note that your Want List will be sent depending on whether you chose to receive your Want List either Daily or Weekly. Daily Want Lists are emailed Monday through Saturday before 9:00 A.M. EST and Weekly Want Lis

Newly created Want Lists that aren't activate deleted along with all the NIINs uploaded tha

Step 8c. Enter the confirmation code from the email in step 8 and click "Activate Want List".

Confirmation Code (Case Sensitive)

[ ] [Activate Want List] [View Want Lists]

Active Want List Queries

Actions	Want List Number	Want Typ
• Perform Search • Edit • Edit Locations • Copy • Delete • Extend • Upload Niins	1417	Pre-Re
• Perform Search • Edit • Edit Locations • Copy • Delete • Extend • Upload Niins	1397	FMS
• Perform Search • Edit • Edit Locations • Copy • Delete • Extend • Upload Niins	1369	Full Governm

Once your Want List is activated, you may:

- **Perform Search** – Performs a search based on the parameters of the Want List.
- **Edit** – Edit the parameters of the Want List.
- **Edit Locations** – Select or unselect any number of Zones or DRMOs.
- **Copy** – This will create a new Want List with the same parameters minus any niins that were uploaded.
- **Delete** – Permanently removes the Want List.
- **Extend** – Extends the Want List.
- **Upload Niins** – Upload Niins/NSNs/LSNs against the Want List.

Step 9. After you have scheduled your Want List, you should start receiving emails at the rate you selected (Daily, weekly, and monthly).

Want list with results email will look as follows:

Product Search For Government RT&D

                DRMS Search Results   Property for Reutilization, Transfer, and Donation

   Assets identified as result of a customer search may not be available.
   Availability status should be confirmed with the DRMO prior to
   processing a requisition.

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NOTICE: IF YOU DO NOT WISH TO RECEIVE THIS E-MAIL, USE AN INTERNET BROWSER
TO ACCESS THE FOLLOWING URL
"https://www.drms.dla.mil/wantlist/wantview/LoginUserServlet".
FOLLOW DIRECTIONS TO MAKE QUERIES INACTIVE THAT CAUSED THE E-MAIL TO BE
SENT.

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For best viewing of text, use a fixed font (i.e. Courier) to format reports.
****

Parameters for Want List 60822:

- NIIN is 009350422
Click below to Milstrip the property in this email message.
https://www.drms.dla.mil/wantlist/MilstripServlet?confcode=36ln16m1&last_run_date= RTD questions,
concerns, etc., may be referred to DRMS Customer Service at 1-877-352-2255 or DSN 661-7766 or by
E-mail to rtd@mail.drms.dla.mil

- Cycle = DOD, FEPP, RTD2, PRE, GSA, DONATION, EXP DONATION, EXP DOD F
- NIIN is 009350422
- Cycle = DOD, FEPP, RTD2, PRE, GSA, DONATION, EXP DONATION, EXP DO
- Any disposal condition.
- Supply condition code = A, B, C, D, E, F, G, H
- Order by NSN

Click below to Milstrip the property in this email message.
https://www.drms.dla.mil/wantlist/MilstripServlet?confcode=36ln16m1&last_r

> Click here to submit a MILSTRIP for the item(s). Please note this is available to Reutilization customers only.

       - Any disposal condition.
       - Supply condition code = A, B, C, D, E, F, G, H
       - Order by NSN

If you are operating from a military (.mil) network and have requisitioning authorization from your Accountable Supply Officer, you may use the https://www.drms.dla.mil/asset/milstrip/milstripsearch.html for MILSTRIP Search and Requistion Form or the old https://www.drms.dla.mil/asset/milstrip/milstrip.html for MILSTRIP Requisition Form.

Please see http://www.drms.dla.mil/rtd03/help.htm for a Glossary of Terms.
Please see http://www.drms.dla.mil/rtd03/dodpropsearch.htm for the Government Search Page.
Please see http://www.drms.dla.mil for the DRMS Home Page.
For tech support please email helpdesk@mail.drms.dla.mil

Step 10.. By clicking on the attachment (Excel spreadsheet or PDF file) in your email, you will be able to review the items that match your Want List.

	File Edit View Insert Format Tools Data Window Help Adobe PDF														

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Results for Want List Number 24917															
2	CYCL	DAY	SITE	PRODUCT	NATIONAL	DISPOSAL	D	H	MSD	QTY	ORIGINAL	UNIT	R	FDR	STORAGE	DATE
3	E	LEF		NAME	STOCK	TURN-IN	M	A	NO	AVAI	ACQUISITIO	ISSU	S	CON	LOCATION	ENTERED
4						DDCUMENT	I	Z			PRICE		D	STA		INVENTO
5							L									
6	DOD	17	RIPL YUMA	COT,FOLDING	7105009350422	M003714134J001	A			13	$53.16	EA	P	HX	SAM010311A1	17-May-04

attachment

Step 11. To MILSTRIP the item from the Want List, fill in the appropriate MILSTRIP information below. Then press the Submit Requisition button. For Instructions and Field Explanations, see:
MILSTRIP Key
Use of this Form Without Such Authorization is *PROHIBITED!*!
(M = Mandatory)

(NOTICE: The Requester information will be used if DRMS HQ personnel have questions about the requisition and for DRMO personnel to use when a POC is required for shipping. Please use your actual case-sensitive email address)

Requisitioners completing this form must have authorization from the Accountable Supply Officer (ASO).

Doc Ident: ☐ A0A ☐ A01 ☐ A0D	Rout Ident: S9D
M&S: `S`	DoDAAC: SC4400
Date: `____` (M)	Supplementary Address: `____`
Demand Code: `____`	Fund Code: `____`
Signal Code: `____` (M)	Project Code: `____`
Distribution Code: `____`	Req. Del. Date: `____`
Priority: `15` (M)	Advice Code: `____`
Requester Name: `Casandra` (M)	Requester Email: `Casandra.Madden@dla.mil` (M)
Requester Phone: `269-961-7657` (M)	

Document Number of Requisitioner = DoDAAC + Date + Serial No.

Requisitioners completing this form must have authorization from the Accountable Supply Officer (ASO).
You may forward your request via email to your ASO for review and approval.
ASO Email Address:

`_____`

[Submit Requisition] [Clear Form]

The Site Name link will take you to a page providing access to current DRMO Address and POC information. If the Product Name is highlighted, FlisPlus information and/or a Photo is available for the item. If the NSN is highlighted, Flis information is available for the item. Selecting a DTID will execute a Milstrip requisition history query for the DTID.

| | | DOD | 17 | RIPL YUMA | COT,FOLDING | 7105009350422 | M003714134J001 | A | 13 | 13 | $53.16 | | EA - | HX |

[Submit]

DRMS Home Page
Email: tech_support@drms.dla.mil

Fill in Qty wanted (make sure you view Qty available & condition code to the right first.
Fill in Serial #, if you are authorized to do so, if not, leave Serial # box blank and email to ASO. See above.

NOTE: In Step 4, you were given a choice to Schedule your Want List or submit a MILSTRIP request for items matching your query. When choosing MILSTRIP from Step 9, you will get a slightly different looking MILSTRIP form that in Step 11. Remember, you must have the Accountable Supply Officer's approval.